



The City of
Kingston, NY

BUILDING SAFETY & ZONING ENFORCEMENT

5 GARRAGHAN DR KINGSTON, NY 12401

(845) 331-1217 BUILDINGS@KINGSTON-NY.GOV

VACANT PROPERTIES DEREGISTRATION/ CHANGE OF SERVICE PROVIDER OR OWNERSHIP FORM

Address of Property: _____ S/B/L: _____

Registrant

Name: _____ Additional Name(s): _____

Legal address of Owner(s) City: _____ State: _____ Zip: _____

Telephone Numbers: Home: _____ Work: _____ Cell: _____

Email: _____

Agent Designated to Maintain Property:

Name: _____ Additional Name(s): _____

Phone: _____ Email: _____

Address: _____

APPLICANT TO INDICATE ONE OF THE FOLLOWING:

- Building has transferred ownership. (New owner section must be completed below.)
- Building has transferred management company/ service provider. (New owner section must be completed below.)
- Building has/will be demolished under Permit Number _____
- Building has been returned to appropriate use under building permit number _____

Building has been returned to appropriate use and no work was performed.

Utility Status

On / Off

- Electric
- Gas

On / Off

- Water
- Pipes Winterized

New Owner/ Registrant/ Service Provider (Required if Applicable)

Name(s): _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone Numbers:

Home: _____ Work: _____ Cell: _____

Email: _____

- Under Chapter 179 of The City of Kingston Code, new owners shall register or reregister abandoned/ vacant buildings or properties with the Building Official/Code Enforcement Officer within 30 days of any transfer of ownership interest in such, whether or not the deed to said property has been recorded with the Ulster County Clerk. Failure or refusal of the owner to register a property does not preclude the property from the registry or fee schedule.
- If the building is to remain vacant, a plan for securing the building in accordance with the requirements of the Building Safety Department shall be submitted for review. This includes but is not limited to, exterior wall, including foundations, shall be maintained so that ground and surface water penetration into basement, cellars, or other interior wall areas and that the exterior doors, windows and similar openings be maintained weather tight and that exterior stairs, porches, platforms, etc. shall be maintained in a safe and sound condition, and that roofs be maintained in a water tight condition, and further that the exterior surfaces be maintained in good condition including the requirement that protective coating of paint or other suitable preservation be applied.
- The owner shall be required to explain the procedures that will be used to maintain the property as required by the Building Safety Department and a statement of the

reason why the building will be left vacant. If the building is to be returned to appropriate occupancy or use, a rehabilitation plan for the property.

- The rehabilitation plan shall not exceed 365 days, unless the office has granted an extension upon receipt of a written statement from the owner. Any repairs, improvements, or alterations to the property must comply with any applicable zoning, housing, historic preservation or building codes and must be secured in accordance with the Code of the City of Kingston during the rehabilitation. Failure of the owner to maintain the building and premises that result in remedial action being taken by the City shall be grounds for revocation of the approved plan and shall be subject to any applicable penalties provided by the law.
- For more information, please visit www.kingston-ny.gov.
- **Failure to attach the insurance statement to the registration form submitted to the City shall cause the registration form to be invalid. Incomplete forms will be rejected.**

Signature: _____ Owner/ Representative

(Digital and typed signatures will not be accepted)

Print: _____

Date: _____

Email: _____

If signing on owner's behalf, relationship to property:

Print: _____